

NORMAN ANIMAL WELFARE CENTER OVERSIGHT COMMITTEE
Aug 25, 2014

The Norman Animal Welfare Center Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in the Multi-Purpose room on the 25th day of August, 2014 at 5:30 p.m. The notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street on the 21st of August, 2014. The meeting was also posted on the City of Norman website.

I. CALL TO ORDER.

Co-Chairperson Mark Howery called the meeting to order at approximately 5:32 p.m. He explained how the committee works and public comments will be heard at the end of meeting and held to three minutes per citizen.

II. ROLL CALL.

BOARD MEMBERS PRESENT:

Co-Chairperson Mark Howery
Co-Chairperson Jennifer Golden
Jayne Crumpley
Ginger Noble, D.V.M.
Jennifer Kidney PhD .
Michelle Carey
Stephen Holman, Councilman

ABSENT MEMBERS:

Joe Carter D. V. M.

OTHERS PRESENT:

Jeanne Snider, Assistant City Attorney
Rick Knighton, Assistant City Attorney
Keith Humphrey, Chief of Police
Jim Maisano, Deputy Chief
John Bowman, Animal Welfare Supervisor
Kim Fairbanks, Citizen (Hands Helping Paws)
Darci Poe, Norman Animal Welfare

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III. APPROVAL OF THE July 28, 2014 MINUTES

Michelle Carey asked if paraphrasing the minutes were typical. Co-Chairperson Mark said yes though if something is not captured please bring it up. Jennifer Kidney made some grammatical corrections. Rick Knighton made correction to his title from city attorney to assistant city attorney.

A motion to accept the minutes with the amendments was made by Jennifer Kidney and seconded by Jayne Crumpley. The motion was carried.

IV. MONTHLY STATISTICS

John Bowman provided and went over the monthly statistical report for July. It was discussed that the City Council allocated \$20,000.00 of the revenue from city pet license to fund a spay and neutering program for low income families through outside programs. Co-Chairperson Jennifer Golden asked if it was a flat \$20,000.00 or if the amount is adjusted based on revenue. Deputy Chief Maisano answered that the \$20,000.00 is set aside each year to subsidize the spay neuter program in Norman for people that qualify. Co-Chairperson Jennifer Golden asked if our revenue is collected over the \$20,000.00 does that go into the program. Deputy Chief Maisano said any revenue that comes in has to be appropriated by city council. If the revenue continues to go up the council could approve it, it would have to go through the regular budget process. Jayne Crumpley asked if once the \$20,000.00 is used it is gone, it doesn't start again until the next fiscal year. Deputy Chief Maisano answered yes.

Jayne Crumpley asked if the balance in the donation account for Sara has been used. Deputy Chief Maisano said it has been utilized in upgrading the cat condos, grates, and to buy cat furniture for cat rooms. It was discussed that there is \$35,000 in the general donation account. Jayne Crumpley asked what makes up the general donation fund. Deputy Chief Maisano explained that donations are made by people coming into the shelter making donations there at the shelter. He also said the change order for the trench drain for indoor/outdoor dog kennel was approved from the donation fund to help with disease control. Co-Chairperson Jennifer Golden asked how much the drain was. Deputy Chief Maisano answered it was approximately \$17,000.00. Jayne Crumpley asked if it would be appropriate to use the donation account for the injured animals that may be hurt late at night to get treatment for them from that account. Deputy Chief Maisano said that can be looked into for the future and would have to get approval.

Co-Chairperson Jennifer Golden recognized that the number of people in compliance in getting city pet license is better. Co-Chairperson Jennifer Golden asked if we could re-visit some of the tools used previously to inform the public about city pet license rules. John Bowman also said that the city is partnering with several apartment complexes and even working with the trailer park to educate people on pet licensing.

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Co-Chairperson Mark Howery said the dog impound numbers per month have stayed consistent where the cat impound in May-August had a strong increase. He also noted the space crunch at the shelter and hopes next summer we don't have that same problem.

V. CONSTRUCTION UPDATE

Deputy Chief Maisano said they began sealing the cinder block walls and the paint colors were approved today. They are waiting on the switch for the generator; it should be shipped this week. They are also waiting on the break test on the concrete to come back for the parking lot before we open it to be driven on. We hope to see the results this week. Deputy Chief Maisano said the hardware was sent back to the manufacturer. They reworked the kennels so the kennels in the adoption side will be mason kennels with stainless steel panels, the others will be galvanized panels due to cost. The kennels are ordered and should be shipped soon. The cat condos doors were upgraded to glass doors. We are working with the utilities companies, with OGE with the regulations for the gas meter. The gas meter needs to be 22 inches away from any structure and three feet away from ignition source. The meter has to be inspected by OGE. Deputy Chief Maisano encouraged everyone to come down to walk through.

Co-Chairperson Jennifer Golden asked if the construction is still on schedule to be finished mid-October. Deputy Chief Maisano said as of now, due to the changes discussed, it looks like it is scheduled for the end of October. It was also mentioned that the delay in getting the hardware taken care of will benefit us in the future because all the hardware was approved and received for both phases so they would not have to go over it again with Phase 2. Michelle Carey asked if the light fixtures were approved also. Deputy Chief Maisano said yes.

Co-Chairperson Mark Howery asked if the gas meter was going to be located on the southwest side and at the April meeting there was some concern about that. Deputy Chief Maisano said yes it will be on the southwest side and free standing. Co-Chairperson Mark Howery also asked if the trench drain would be on the south side of the building. Deputy Chief Maisano answered yes and the trench drain would be for cleaning as well as better disease control. Co-Chairperson Jennifer Golden asked if the spray technology will be the same for inside and outside. John Bowman said the outside would be cleaned the same as far as scooping, but the spraying would be with foam as is done currently, which would need to set for five minutes then be washed out. Co-Chairperson Jennifer Golden asked if winter weather has been considered for the outside water source. John Bowman said yes, that has been considered.

VI. FINANCE COMMITTEE AND SHELTER FUNDING

Co-Chairperson Jennifer Golden reported that she attended the City Council finance meeting in August. The mayor announced that the shelter was not on the agenda. She said the mayor also discussed the process the city goes through for

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the budget, and that the finance committee reviews where the City is compared to budgeted revenue in December, considers possible mid-year adjustments and starts talking about the next fiscal year. Possible adjustments for the shelter would be discussed in December as part of that process

Co-Chairperson Jennifer Golden said that she had a discussion with the Mayor about the process and the Mayor would like to see more participation from the Oversight committee in making recommendations. Co-Chairperson Jennifer Golden said the first goal should be to form a subcommittee to work with John Bowman and the city to look at the strategic plan, costing, funding and staffing to get something worked up to meet in November so that could be presented in December to the finance committee meeting. She asked for three members for the subcommittee and said that Dr. Carter had already volunteered to be one of the three. Jayne Crumpley volunteered to work with Dr. Carter and Co-Chairperson Jennifer Golden on the subcommittee. Deputy Chief Maisano said it would be best for them to go with John Bowman to the meeting to present in December. Co-Chairperson Jennifer Golden asked if they would be taken into consideration for mid-term adjustments. Councilman Stephen Holman explained that in June what is passed is projected, in December it is what has actually come in. Jayne Crumpley said the two points that need to be look at are for midterm and budget request.

Ginger Noble asked where our advantage comes into this, as an extra voice. Co-Chairperson Jennifer Golden this has always been an advisory committee, it has set priorities but then never knew what has happened after that point. Jayne Crumpley said the committee was challenged by Councilman Castleberry at the last meeting to have more of a voice for support. Ginger Noble agreed but was concerned about more meetings and stretching the time of John Bowman and the people at the shelter that already had a lot on their plate with the new construction. Co-Chairperson Jennifer Golden said she didn't know whether there would be any mid-term adjustments, but if there were it could be an advantage to the shelter and we needed to be prepared. She also said she realized that John Bowman's plate is full right now. John Bowman said he would be glad to work with the committee on this. Jayne Crumpley said they could work on a list to get started then send that list to John Bowman to look over in hopes it would not be a burden. Co-Chairperson Jennifer Golden said she felt like John Bowman may already have a lot of the information they would need and this would be a positive step moving forward.

VII. AD-HOC COMMITTEE REPORT

John Bowman explained that the AD-Hoc committee is a committee of the Police Department approved by the Chief with specific goals which are the SOPs for the Volunteer Program. The Ad-Hoc committee has had two meetings. John Bowman said that he has taken the National Humane Society's booklet on developing standards, as well as other material and examples, and put together large binders with reference materials for the Ad-Hoc committee members to help them develop the volunteer program. John Bowman said the committee's first task is to develop duties or job titles; at the next meeting will have those jobs descriptions ready. The goal is to have the program in place before the new building is

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done. Michelle Carey asked if John Bowman meant to have that in place by the completion of Phase 2. John Bowman answered yes. Co-Chairperson Jennifer Golden asked if they were first developing the SOP's for the volunteer program then progress through to foster program. John Bowman answered yes.

VIII. MISCELLANEOUS DISCUSSION

Jayne Crumpley asked what determines the number of people on an oversight committee. She thought we may need a representative from a volunteer group on the committee, maybe from FAN since they seem so organized. Co-chairperson Jennifer Golden said FAN has been around for a year, there are some other groups that have been established longer to look at if the committee thought about recommending someone. Co-Chairperson Jennifer Golden went on to say the board does not choose who is on the committee, the Mayor does. Jennifer Kidney said the Mayor chooses from a pool and may not know FAN. Co-Chairperson Mark Howery said he is a member of Citizen Humane Commission and a volunteer. Councilman Stephen Holman explained that he knows some committees are made up from people from the different wards. When a vacancy becomes open the Mayor reaches out to a council member of that ward to find a replacement. Jayne Crumpley said at this point a person from a volunteer group could bring more information to the committee. Co-Chairperson Jennifer Golden said the committee needs to look to the council liaison for guidance on any matters related to City Council. Councilman Stephen Holman said there are other committees with specific or designated spots on the committee. Co-Chairperson Jennifer Golden said she remembered the committee was set up with specific core spots, for example for Vets. Councilman Stephen Holman said he would need to look into it. Co-Chairperson Mark Howery said the committee originally had eight members: two veterinarians, one volunteer, and five others. Co-chairperson Jennifer Golden said she was not sure of the criteria, but that she had a copy of the resolution that she could look for and send to Councilman Holman. Co-Chairperson Mark Howery said he also thought he had a copy of the resolution and he would look as well.

Co-Chairperson Mark Howery said after the last meeting, with the concerns expressed about veterinary care, the shelter being open on Saturdays, and euthanasia list he looked up statistics for the Norman shelter from 2000-2014 fiscal year reports. He handed out copies of the report. Since 2010 there shows a decline in euthanasia rates, due to being more proactive with rescue groups, and more foster to adopt animals. Co-chairperson Jennifer Golden asked John Bowman when he started working for Norman Animal Welfare. John Bowman said he started at the end of 2009, beginning of 2010. Co-Chairperson Jennifer Golden thanked John Bowman for the improvements and said Hands Helping Paws has also been a tremendous help and Deputy Chief Maisano has been a part of that as well. Co-Chairperson Mark Howery said Second Chance has also been a help. Councilman Stephen Holmen said he would be interested in getting the population increase numbers for those years, because he thinks that would reflect those numbers are even better. Michelle Carey said those were good numbers.

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Michelle Carey said she wanted to make two points. The first was that she saw a dog that got hit by a car, and then the person went on without stopping. She wondered if there are any

laws against that. John Bowman said it would be the same as abandoning a dog, which we would need to get the tag number of the vehicle. Michelle Carey asked what would happen to that person. Assistant city attorney Jeanne Snider said she was not clear, there were not specific ordinances about that and no policy. Michelle Carey said her second point was with the new shelter opening and to try to get money for the spay neuter program she suggested to apply for grants for spay and neutering. She said we need to see when we can apply for the grants. Jayne Crumpley asked if anyone had any grant writing experience. Jennifer Kidney said she does have grant writing experience. Chief Humphrey said if a grant was received they would still have to get approval from the council. Councilman Stephen Holman said that such approvals are usually a consent item.

Co-Chairperson Mark Howery asked if there were any other questions. (Jennifer Kidney left the meeting.) Co-Chairperson Mark Howery then explained to the members of the public attending the meeting that each person would have one three minute time frame to speak, and he showed them where to stand when speaking. Co-Chairperson Jennifer Golden reiterated each person gets one three minute chance to speak.

Mary Katherine Long said she was happy to hear the rescue numbers are up, and that she had a number of questions she would like the committee to think about. In terms of funding do the adoption fees go directly to the shelter? Do dollars generated from the Petsmart adoption go into a general fund or shelter fund? She suggested checking with Petsmart on their adoption fee to see where that money goes and to collaborate with Petsmart for the spay neutering funding. She asked where the citation money goes. She asked if we have checked into establishing an Angel Fund or Mercy Fund. She suggested adding boxes on the adoption application so citizens could donate for certain things. She said animals that need medical treatment should not have to wait, this needs to be addressed. She would like to know the cost of manpower hours for the city pet license program versus the revenue it generates. She would like to know what efforts are being made to identify true cost effective means for implementing spay neuter program. People shouldn't have to wait so many days to get an animal. They should be able to walk into the shelter, see an animal and take them home. Best Friends has a mobile spay neuter unit. She wanted to know about the gas chamber, questions about what that means.

Co-Chairperson Mark Howery gas chamber was brought up in April's meeting.

John Bowman said there is a gas chamber for wildlife.

Mark Campbell said September 28th is World Rabies Day. He asked if Animal Welfare is planning anything for that. He said there had been one death in Norman due to rabies. Co-Chairperson Mark Howery said they were not aware of a death due to rabies but would look into that.

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Barbara Burcham asked if anyone can start a fundraiser and get matching funds if they are the ones giving the money. She said that a dunk tank might be a good fundraiser then maybe someone could match the funds that were raised. Is that something she could start or would she get in trouble? Thank you for the job you all do.

Roger Gallagher said he is the chair to the Veterans Committee, they recruit money. There is a Veterans Community fund with parks that is handled their self and doesn't need to go to council and has not legal problems. You could probably set up something similar. It could be a fund that John Bowman can keep track off and may be a better option.

Co-Chairperson Mark Howery asked if it is the Veterans Community fund with Parks Department.

Roger Gallagher said yes. He said suggestions he had for the last meeting about using the Citizens Police Academy for volunteers may not work. He also said he hoped the new

agreement for the volunteers would be minimalized so people would not be burdened down to volunteer.

Emily Nichols said FAN would like to work with the Animal Oversight Committee, the Police Department and the public to see how FAN can be appropriately used. FAN can also work to raise money, they have had 10 events this year. She said that we need to work together as this evolves.

Jeff Bloomgarden said at last meeting John Bowman said the shelter would be working to develop a behavioral test for the animals that the shelter did not have. He asked if that was done or still in the process, when that might be handled. He said he was in Bloomington, IN visiting his son and met with the Animal Welfare center there. He brought back information he would share with the committee.

Briann Zimmerman asked if the minutes from the meetings were posted anywhere so the public could read them.

Co-Chairperson Mark Howery said once the minutes are approved they will be posted on the city's website.

Lauren Lackey said the euthanasia rates are down as a whole nationwide therefore the numbers here are small. Those numbers are down greatly due to FAN and other organizations. She said FAN needs to be utilized since the shelter is underfunded and staffed. She really wants to know what animals were pulled, when, and to what rescues. She said there were some rescues that were not 501c3 approved that had pulled from the Norman shelter.

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IX. ADJOURNMENT

A motion to adjourn the meeting was made by Michelle Carey at approximate 7:00p.m. The motion was seconded by Co-Chairperson Jennifer Golden, the motion was carried.

ATTEST:

Mark Howery Co-Chairperson